

Security Information

TO: Chiefs, Field Bureaus

FROM: Chief, FBIS

SUBJECT: Letter of Instruction

July

GENERAL

1. Work on the Santa Rosa station was interrupted by a general construction strike in the San Francisco Bay area. The main construction contract will be modified to include construction of an entrance road. A separate contract for the construction of the antenna field and installation of an underground power line has been awarded. This work commenced 1 July.

2. Action by the Air Force on the Bolo Point, Okinawa, Air Field project still awaits reprogramming approval by the Office of the Secretary of Defense. USAF officials reiterate that the project remains firm. The GLOBECCM transmitter at Sobe is scheduled to be removed to Awase in January 1954. It therefore appears probable that no interference will be caused FBIS from this source at Sobe.

3. A lump-sum contract has been signed with contractors to cover completion of the sixteen FBIS houses in Okinawa at a considerable savings to FBIS. Slow delivery of electrical materials will further delay completion of this housing.

4. Two additional houses were leased in Cyprus for the Mediterranean Bureau. The total number of houses now under lease in Cyprus is nineteen.

5. The FBID T/O was amended to provide eight temporary positions for the relocation and reconstruction of the West Coast Bureau.

OPERATIONS

1. The Chief, Tokyo Bureau will make further surveys of the Niigata area as an alternate site for the present Hokkaido operation. Recommendations for establishment of a station at this location will be based upon his findings.

2. FBID is extending the scope of its publication "Broadcasting Stations of the World" to include FM and TV listings in the next edition.

3. A "Scientific and Technical" section has been added to the FBIS weekly Economic Abstracts publications in response to a request from the Air Force for separation of this type of material from the mass of other material in FBIS daily reports.

4. A formal request has been received for expansion of press scrutiny at the German Bureau to provide a press clipping and analysis service. A project will be presented to the Project Review Committee on this subject.

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5. FBID has been requested to establish a Psychological Warfare analysis unit in conjunction with the Saigon Bureau, to analyze Communist propaganda and recommend counter-propaganda themes and activities. Although the latter function is beyond the scope of FBID capabilities, the CPW-type support, similar to that existing at the Okinawa Bureau could be rendered.

6. Publication of [] series of reports was discontinued because of their doubtful value to principal consumers. Discontinuance was concurred in by the Chief, PP Staff and approved by the DD(I). 50X1

7. Questionnaires were sent to all recipients of FBIS publications in connection with a survey of their current utilization and value to consumers.

8. The following special technical reports were prepared by the Operations Officer at the request of specific consumers:

- a. "The Rumanian Broadcasting System," for O/RR.
- b. "The Hungarian Broadcasting System," for O/RR.
- c. "French and Vietnamese Broadcasting Systems in Indochina," for DRF, Department of State.
- d. A special compilation of USSR press transmission schedules for DRS, Department of State.
- e. "Television in Mexico," for Treaty Branch, FCC.

9. It has been noted that the instructions last summer which altered the letter designator used by several bureaus in identifying their editorial file (i.e., [] from H to E, Cyprus from K to M, etc.) were not accompanied by instructions covering the rather obvious point that serial numbering of dictabelts to be permanently retained in the Archives per [] should also change serial number prefixes correspondingly. If any bureau concerned has already submitted records with a new serial sequence, this action may stand and the sequence be continued; however, if any bureau concerned has not yet proceeded beyond the old sequence, the next submission shall use the new prefix letter in combination with the old number sequence. For example, if Reseda's last submission bore serial R-196, its next would be W-197. All bureaus concerned (except Hokkaido) should enclose a memorandum to Central Records with the next transmittal of recordings with an explanation of the change of prefix letter in the numbering of dictabelts and when effected. 50X1

10. Bureaus forwarding "Telecommunications Engineering Report" forms for transmittal to Army Signals headquarters in Washington are advised that the following is the current address (numerous reports have been returned to FBIS by the Pentagon mailroom for reason of insufficient address):

Army Communications Service Division
Attn: SIGAN-3
Office of Chief Signal Officer
Room 2B-283, Pentagon
Washington 25, D. C.

11. All bureaus are advised that the cable address WASHMON, Washington, D.C., has been re-registered with RCA Communications, Inc. to enable the field to expedite emergency or personal commercial cablegrams to headquarters via the RCA system or affiliated circuits. FEDMONITOR, Washington, D.C., continues to be the Western Union cable address.

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12. It is assumed that all bureaus functioning as ACAN tributaries have received the circular service message which altered precedence prosigns on Army Signals communications effective 1 July. Since the Pentagon reports considerable misunderstanding of the instruction (though not specifically singling out FBIS), it is felt advisable to clarify the meaning so far as it applies to FBIS, which is simply: No change in use of "routine" or "priority" prosigns. For those bureaus which are authorized "operational immediate" precedence, the prosign is changed from OP to O; thus when repeated on the routing line, it becomes simply OO, in the same fashion as the customary RR and PP.

13. Bureaus are requested when transmitting multiple-addressee administrative messages to insure that stations addressed in the signals heading appear in the same order as individuals addressed in the administrative heading and that the check numbers for each addressed bureau follow this same order.

14. The requirements of the Broadcast Information Section for data concerning FM and TV stations abroad is reaffirmed. A number of government customers are looking to us for help in this field. Besides the requirements listed in paragraph 76 of the Field Manual for regular AM stations, FM station band width is desired and the following technical characteristics of TV signals are needed: frequencies and power of both video and sound channels; modulation system of sound channels; band widths; number of lines, and either frames or fields; and polarization. Any information bearing on these and the usual characteristics of stations, as well as on plans to establish stations, will be useful. Some of this material is more likely to appear in periodicals and publications reaching bureaus than in actual broadcasts.

ADMINISTRATION

1. While the following leave information is the result of recent Congressional action gleaned from local newspapers, it has not yet been issued as official information. The changes that have taken place in annual leave accumulation are:

- a. Employees in the U.S. may accumulate up to 30 days of annual leave
- b. Employees in overseas areas may accumulate up to 45 days of annual leave.
- c. Employees who had greater balances in either category at the beginning of calendar year 1953 may carry that balance into calendar year 1954. However, any balance in excess of 30 or 45 days respectively must be reduced to the maximum authorized "within a reasonable time" (undetermined yet but may be at least two years).

d. Employees who resign after 31 August 1953 will be paid only for maximum 30 days annual leave as a lump sum payment.

e. Sick leave accumulation remains unaffected by the recent enactment

2. Bureau Chiefs are requested to include in recommendations for promotion the following:

- a. That a T/O vacancy in grade exists;
- b. Length of time in present grade;

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c. Other relevant information concerning individual's qualification for the higher grade.

3. Although common carriers will honor either document for transportation of household effects and similarly the Government will issue payment, Transportation Requests should be issued only for travel purposes and Government Bills of Lading should be issued for the transportation of household effects.

EDITORIAL COMMENT

All Bureaus

1. For purposes of better distribution of copy in Washington it is requested that field editors separate economic briefs from political, news, or other briefs and slug them: "... ECONOMIC BRIEFS."

2. When handling summaries of items prepared by monitors from poor reception, editors should make every effort to salvage enough text to protect in quotation marks such tendentious or provocative passages as would otherwise make the summary suspect. In plain words, don't stick your neck out.

3. Editors are warned again against name-calling in Brief heads and in FBIS - authored material. Such terms as "Red", "bogus" and "bandit" are used by FBIS only in their literal sense. When not used in their literal sense, a source other than FBIS must be clearly indicated. For example, Taipei and Peking may refer to opposing Chinese as bandits, but FBIS refers to them as Nationalists or Communists.

London Bureau

1. Attention is called to the fact that the USSR section is now publishing daily the TASS "PRAVDA Table of Contents."

2. The London Bureau does not now send any briefs of Soviet broadcasts. Items which report arrivals and departures of minor officials, announcement of the publication of a new magazine, for example, and which have no details of interest, can be published in the DAILY REPORT as briefs. If it is possible to send such items in brief form with a topic head and a bracketed logograph at the end, the DAILY REPORT job would be considerably eased.

SPECIAL REPORTS

1. A special report on foreign radio treatment of the Rosenberg case was sent to the DCI on 3 June 1953.

2. A new publication which will replace supplements to the USSR and Far East Surveys has been approved and will be put into production during July. The new publication will be titled "Radio Propaganda Report" and will be subtitled with one of the following designations: Radio Reaction Series, Intelligence Problem Series, Research Series.

3. Contributions to National Intelligence Estimates were continued in a memo to ONE on Argentina in Soviet Radio Propaganda.

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4. An extended analysis of PRAVDA's comment on the addresses of Eisenhower and Churchill was published as a supplement to the Survey of USSR Broadcasts.
5. A supplement to the Survey of USSR Broadcasts presented a breakdown of Radio Moscow's time-on-the-air in all languages as revised by the latest seasonal changes.
6. A "crash" report on Satellite and Chinese Radio Treatment of the Berlin riots was prepared for the Psychological Strategy Board. A further report on Moscow's treatment of the riots in Satellite languages was submitted in typescript in support of a national estimate.
7. The first of a series of basic reports on Soviet radio propaganda to and about individual countries was published as a supplement to the USSR Survey: Soviet Radio Propaganda on Japan during 1952.
8. A study of Soviet propaganda on East-West trade and economic rivalry among imperialist powers was published as a Survey supplement under the title "Capitalist Disunity as a Key Element in Soviet Propaganda."
9. Many FYI's and observations from field bureaus were of key value in the preparation of these reports. Increased field understanding of Special Reports Branch requirements and the alacrity of the bureaus to support undertakings in propaganda analysis are a matter of gratification.

PERSONNEL CHANGES

1. New Employees:

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Info Spec (Fgn Bdcst)
Info Spec (Fgn Bdcst)
Custodian
Info Spec (Fgn Bdcst)
Info Spec (Fgn Bdcst)

Editorial Branch
Editorial Branch
East Coast Bur.
Editorial Branch
Editorial Branch

2. Separations:

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3. Reassignments:

From

to

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Info Spec (Fgn Bdcst)
East Coast Bureau

Intell. Officer
Mediterranean Bur.

Info Spec (Fgn Bdcst)
Editorial Branch

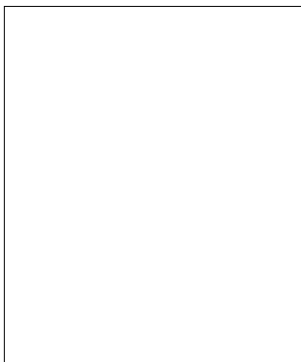
Info Spec (Fgn Bdcst)
Tokyo Bureau

Info Spec (Fgn Bdcst)
East Coast Bureau

Info Spec (Fgn Bdcst)
Editorial Branch

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Electronic Eng.
(Radio), Okinawa

Bdcast Info Spec
BIS

Electronic Eng
(Radio), West Coast

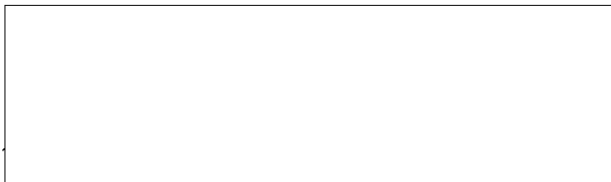
Intelligence Officer
Special Rpts. Branch

Intercept Res. Spec 50X1
BIS

Cruising Monitor
East Coast Bureau

Radio Operator
West Coast Bureau

Info. Spec (Fgn Bdcast)
East Coast Bureau



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ALAN M. WARFIELD /

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